SUSAN G. KOMEN SAN ANTONIO RACE FOR THE CURE

Reports To: Kimberly Hinze, Associate Director
Position Status: Race for the Cure Intern (unpaid)
Time Commitment: 15-20 hours per week through May 17, 2013

About The San Antonio Affiliate of Susan G. Komen for the Cure:
Established in 1997, Komen San Antonio has invested more than $14 million. Seventy-five percent supports local nonprofit programs providing vital breast cancer screening, treatment and education. The remaining 25 percent goes to the Susan G. Komen for the Cure Grants Program for groundbreaking breast cancer research and scientific programs around the world. Historically, more than 100 percent of funds the San Antonio Affiliate sends to HQ come back to our community in research grants. For more information, visit www.komensanantonio.org.

Position Overview and Basic Function:
The Race for the Cure Intern will assist the Associate Director with various projects focused on the Komen San Antonio Race for the Cure events. The duties will include assistants with Race-related special events, operational logistics, database management, mailings, social media marketing, sponsorship fulfillment, and responding to inquiries from the public via telephone/email.

Primary Responsibilities:
- Assist with event logistics, details and planning of Race for the Cure and related special events
- Track vendor information and event equipment
- Respond to event correspondence
- Contact targeted Race participants and Team Captains via email/telephone to cultivate relationships
- Develop copy for Team Captain Newsletters
- Provide on-site assistance with event set-up and Race day (April 6, 2013)
- Other duties as assigned

Required Skills:
- Excellent written, oral and interpersonal communication skills
- Strong time-management, organizational and research skills
- Quick learner with the ability to self-motivate and work in a team environment
- Computer savvy (minimum Microsoft Office; Mac or PC design capabilities a plus)
- Undergraduate or graduate student preferred

Other:
- Attend breast cancer-related events such as health fairs and grantee functions to promote Race
- Ability to lift and/or carry 30 pounds; capable of standing for one hour or more
- Must have personal laptop to complete Komen projects in the office and/or remotely
- Must have transportation and ability to travel throughout San Antonio

Benefits:
- Opportunity to gain insight in nonprofit sector, event management, and marketing/communications
- “Hands-on” environment with individuals who respond to critical community issues
- Develop above entry-level skills

To Apply: Process outlined in application. Forward required documents to kim@sakomen.net